



# DEPARTMENT OF CORPORATIONS

## JOB OPPORTUNITY

**Arnold Schwarzenegger, Governor**

**Preston DuFauchard, California Corporations Commissioner**

**Dale E. Bonner, Agency Secretary**

**Release Date:** December 9, 2008

**CLASSIFICATION:** **ASSOCIATE GOVERNMENTAL PROGRAM ANALYST**  
1 Position - Permanent/Full Time - Sacramento

**FINAL FILING DATE:** **December 30, 2008 or Until Filled**

**SALARY:** \$4,400 - \$5,348 per month

**POSITION LOCATION:** Office of Public Affairs, 1515 K Street, Sacramento

**DUTIES AND RESPONSIBILITIES** – Under the general direction of the Director of Communications (Deputy Commissioner for Public Affairs), incumbent assists in writing news releases, brochures, pamphlets, and other departmental publications; conducts research in the preparation of news releases, articles and speeches; assists in answering inquiries from the representatives of the news media; distributes news releases and other information through publicity channels. Assists in developing and updating content for Department's Internet site. Analyzes and prepares management summary reports and individual periodic reports. Provides information and makes recommendations regarding complex governmental and managerial problems; develops and evaluates alternatives; consults with and advises the Director of Communications on administrative and program-related problems. Assists with outreach programs for greater public awareness by attending conferences, consumer community fairs and seminars. Serves in a role between the Department and individual consumer groups in the area of securities and financial regulations. Advises the Director of Communications on consumer issues, developments and strategies; meets and speaks to consumer groups, industry associations and community organizations. Creates public awareness and directs the development and dissemination of consumer information regarding DOC issues.

### **DESIRABLE QUALIFICATIONS**

- ♦ Prior experience in public relations, media relations, or journalism is highly desirable.
- ♦ General knowledge of Department of Corporations and its constituency regulatory programs.
- ♦ Ability to develop and maintain relationships with business media reporters.
- ♦ Well-developed analytical, organizational, and research skills including the ability to collect data by phone and the Internet.
- ♦ Excellent writing and grammatical skills.
- ♦ Ability to produce competent completed staff work given general written/oral directions and tight deadlines.
- ♦ Ability to analyze analytical reports, legal documents, and present ideas and information effectively both orally and in writing.
- ♦ Ability to organize, effectively prioritize and accomplish multiple tasks.
- ♦ Maintain confidentiality, initiative and tact.
- ♦ General familiarity with the use of computer systems and software including Word, Power Point, and Excel.
- ♦ Dependable with good work habits.
- ♦ Ability to listen effectively, accurately assess issues and make recommendations about the best possible solution(s).
- ♦ Work well independently as well as within a team.

**WHO MAY APPLY** – State Employees who are currently at the AGPA level, those within transfer range, individuals with list eligibility who are reachable (in the top three ranks), and employees with Surplus or SROA status are encouraged to apply. For further technical information regarding the position, please contact Mark Leyes at (916) 322-7180.

**WHERE TO APPLY** – Please include RPA #08-OMB00kh under the job title of the State application (Std 678). Applications without an RPA # may not be considered. Please mail your application and resume to:

### **SUBMIT APPLICATION AND RESUME TO:**

Department of Corporations  
Attn: Human Resources Office  
1515 K Street, Suite 200  
Sacramento, CA 95814  
(916) 445-6351

Or

E-mail your application and resume to [careers@corp.ca.gov](mailto:careers@corp.ca.gov)

RPA #08-OPA00kh

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.  
IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.